

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DSS15322932**

DATE POSTED: 03/01/22

POSITION NO: 949690

CLOSING DATE: **03/14/2022 by 5pm**

POSITION TITLE: **Office Specialist**

DEPARTMENT NAME / WORKSITE: NDSS/Department of Family Services - Administration/Window Rock, AZ

WORK DAYS: Monday thru Friday REGULAR FULL TIME: ☒ GRADE/STEP: BQ58A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: ☐ NO. OF HRS./WK.: \$ 27,519.84 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : \$ 13.18 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Department Manager III, the Office Specialist will complete an array of clerical and general receptionist work. General receptionist duties: Answer incoming calls and forward to appropriate staff or take messages. Greets visitors/vendors and escorts vendors to appropriate office, maintains visitor logs, responds to visitor questions and maintains the front-desk and lobby area. Clerical duties: Maintains incoming and outgoing mail logs, including distribution of department mail and travels to appropriate Navajo Nation offices and local U.S. Post Office to deliver and pick up department mail, pick-up supplies/equipment and on occasion relay supplies to field offices. Office Specialist will assist the Administrative Assistant with meeting preparations, maintaining department files, scan/duplicate documents; ensure copier and fax machines are stocked with paper and cartridges are adequate; creates brochures and flyers and prints materials. As needed, assists the Administrative Assistant with coordinating meetings, take meeting minutes and drafting agendas, including preparing travel and training request documents. Assists the Administrative Assistant with maintaining inventory of supplies and equipment/furniture and the department's assigned tribal vehicles for reporting.

Office Specialist will assist department sections with filing as needed. Office Specialist maybe designated to pick-up department staff's bi-weekly payroll statements and distribute to appropriate department sections and field offices. Office Specialist will assist with procurement processes by contacting vendors for quotes/bids and once certified for the Navajo Financial Management Information Systems (FMIS), address 6B procurement processes with entries and reconciliation/voucher matching into FMIS. Office Specialist will assist with completing & creating office forms and documents. Office Specialist will attend work-related meetings, conferences, workshops, and trainings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by twenty-four (24) college credit hours in Business or closely related field; and one (1) year of general office or related experience; or an equivalent combination of education and experience

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's License.
- Within 90 Days of Employment, incumbent will complete the Navajo Nation Department of Highway Safety Defensive Driving Course for tribal vehicle permit issuance and complete/receive the mandated Navajo Nation Sexual Harassment training.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledgeable, Skilled and Abilities:**

Knowledgeable of applicable policies, practices and procedures related to work assignment. Knowledgeable of basic clerical/office support practices and procedures. Knowledgeable of a variety of computer software, word processing, database, and spreadsheet applications. Skilled in preparing a variety of records, reports, correspondence using standard computer software. Skilled in maintaining electronic and/or hard copy filing/records systems. Skilled in operating office equipment, including computer programs. Skilled in following oral and written instructions. Skilled in English composition, grammar, and punctuation. Skilled in basic math, cash receipting and accounting principles. Skilled in establishing and maintaining effective working relationships. Skilled in preparing clear and comprehensive reports. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**